

# KIPDA DISTRICT EARLY INTERVENTION COMMITTEE MEETING

February 27, 2006

## Minutes

K.I.D.S. Center, Louisville, Kentucky

Members/Designees Present: Barbara Borie, Ann Phillips, Julie Leezer, Sandy Milburn, Melinda Atkins, Cindy Holmes, Sue McGill, Becky Skrine, Angie Guest, Karen Pass.

Members/Designees Not Present or Represented: Carrie Bearden, Christie Dwyer, Ann Finney, Lynn Webster, Mona McCubbin, Michele Harmon, Jon Lee, Shawna White.

Staff Present: Anne Bolly, Cathy Moser, Alicia Dailey.

Guests Present: Sarah Feaster, Victoria Chanda, Jill Lemmenes.

SUBJECT	DISCUSSION	ACTION
Introductions	Victoria Chanda, ISC at SCS; Jill Lemmenes, parent; Sarah Feaster, DI with Down Syndrome of Louisville and also a parent. She is observing collaboration skills. Anne Bolly explained that the DEIC is an advisory committee to the state ICC on policies and implementation of First Steps procedures. It is made up of providers, parents and partners.	
Minutes	January minutes were reviewed.	Will be approved after amending section on ICC.
Point of Entry Report	Cindy Holmes reported. <u>Referrals:</u> 197 for January. <u>Child Find:</u> 1) Shawna Dellecave provided information on First Steps to the Broadway Family Health Center. 2) Kit Tossman provided information on First Steps to the JCC Day Care Center. <u>45-Day Time Line:</u> 1) 80.45% of IFSPs occurring in January were either within the 45 days or were delayed by the parent. 2) Joetta Abston, ISC, began employment on 1/30/06, primarily serving	

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	<p>families in Bullitt County and southern Jefferson Co. The KIPDA POE can now handle 177 referrals a month.</p> <p><b>3)</b> All ISCs are required to attend the June 8-9 KIT-TAP training. The KIPDA POE is very concerned about the impact that those two days will have on meeting the 45-day timeline.</p> <p><b>4)</b> The interpretation of the latest revision of the Developmental Status Scale (DSS) policy, effective 12-16-05, requires that the ISC reach consensus between the primary level evaluator's ranking and the assessors' rankings on the child's initial assessment. Previously, ISCs used the PLE scores for reporting the initial child's ranking. ISCs, Anne Bolly, Cathy Moser and Linda Myers have all expressed concerns about this new interpretation. In addition to ethical concerns, it will have a major impact on meeting the 45-day timeline. Cindy Holmes sent emails to Meredith Brown, Part C Coordinator, outlining the difficulties with implementing this new interpretation. One difficulty is that the PLE may have occurred weeks before the initial assessment, and the primary level evaluator may no longer be available. We are awaiting further clarification from the Part C Coordinator on this issue. Cindy went on to comment that the full ICC did not have the opportunity to review the new policy before it was released. Angie Guest and Cathy Moser stated that they were surprised at the new policy because neither the ICC Evaluation Subcommittee nor the SPP required a ranking for the initial assessment. The problem isn't with assessors doing a DSS ranking with the initial assessment; it is coming up with a consensus between the PLE's ranking and the assessors' rankings. Anne Bolly suggested that this procedural issue with the new policy be brought before the full ICC (See ICC section for action item).</p> <p><b>5)</b> There is a possibility that the requirement for using the DOCS may be rescinded. Sarah Walker recently requested feedback from all the ISCs, which may possibly result in a procedural change. This would definitely help with the 45-day timeline. Using the DOCS is problematic for other reasons: a) It isn't screening out that many families; b) Families can get the PLE regardless of the score on the DOCS; c) It adds 3-40 minutes to the</p>	

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	<p>ISCs' time; d) It is anxiety-producing. Families who are exempt from taking the DOCS are a) Families with children who have an established risk condition; b) Families with extremely premature children; and c) Non-English-speaking families.</p> <p>Sandy Milburn asked if a norm-referenced instrument has to be used for the initial assessment. The U of L TAT members who were present (Anne Bolly, Cathy Moser and Alicia Dailey) responded that the instrument must be a standardized tool, which can either be norm-referenced or criterion-referenced. The TAT received clarification on this issue at the January state staff meeting in Frankfort. Sandy asked that a request be made to the state to provide written clarification on 1) the definition of "standardized," and 2) instruments that are considered standardized tests. Providers also need to know what would be a justification for not using a standardized test.</p> <p><u>Shortages:</u> Speech Language Pathologist, Trimble Co.</p>	<p>Becky Skrine and Sandy Milburn will ask the state for written clarification regarding standardized tests.</p>
ICC	<p>Cindy Holmes reported. She stated that the next ICC meeting is 3/9/06 at 10:00 a.m. by teleconference. SCS is a videoconference site. Public comment is from 11:45-11:55 a.m. Cindy suggested that DEIC members attend and make a statement during the public comment period. She also suggested that DEIC members who will be speaking should contact Sarah Walker or Sarah Wilding about their desire to speak.</p>	<p>Becky Skrine, Sandy Milburn and Angie Guest will speak on behalf of the KIPDA DEIC on the following issues: 1) Doing everything possible to get appointments to the ICC to fill current vacancies; and 2) Requesting that the state bring all policy issues to the ICC, e.g., the latest policy on the requirement for the ISC to reach consensus between the primary level evaluator and assessors on the child's initial ranking.</p>
Technical Assistance Team Report	<p><b>Program Consultant Report:</b> Alicia Dailey reported. 1) The announcement regarding contract renewals will be posted on the web in March. Contract renewal period will be April 1-June 30. Forms will be posted on the web early April. Providers should renew their contracts ASAP after the new forms are posted on the web. Contracts will not be</p>	

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	<p>extended beyond June 30. There will be a moratorium from April 1-June 30 on adding new counties or providers to existing contracts. They may change things such as their address. New providers may still submit new contracts, but if they have a contract before July 1, they will have to submit another contract for the period beginning with July 1.</p> <p><b>2)</b> Under-service – there will be training on this at the PSC quarterly meeting, but PSCs need to check “yes” or “no” to the question about whether all services on the IFSP were delivered. This refers to whether all units have been used. If the answer is “no,” they need to state the reason why. Some PSCs have been checking “yes” when they should have checked “no.” To minimize under-service: a) Do good planning upfront (Allow for vacations and holidays); b) Don’t allocate 6 months of units if the plan will expire sooner than 6 months; and c) Amend the plan if there’s gross under-service – not just one or two missed visits.</p> <p><b>3)</b> EPSDT and First Steps: Medicaid does not require families to use First Steps before coming to EPSDT. Families may choose to drop First Steps and come to EPSDT, or they may have both services (FS and EPSDT). EPSDT is based upon medical necessity on a case-by-case basis. If a family is receiving EPSDT when they come into FS, the ISC should try to coordinate all services.</p> <p><b>4)</b> Form 6 addendums to add counties may be sent directly to Jackie Neal instead of going through the TA.</p> <p><b>5)</b> Trainings – a) Complex Sensory Impairments training in E’Town – only 10 attended. It was a very good training. The training for SCs and TAs will be June 8-9 at the Kentucky School for the Blind. b) Premature Infant &amp; Early Intervention Services Workshop on 3/23 – see the email forwarded by Anne Bolly for more information. Registration has been disappointing. Response from DEIC members was the following: ) CEUs were not in place at the E’town training; b) There hasn’t been a rate increase for several years but salaries have increased; c) Agencies have to look at paying registrations and travel costs; d) Conferences are non-billable time; e) Conferences can affect ISCs’ ability to meet the 45-day timeline.</p>	

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	<b>Parent Consultant Report:</b> Alicia reported in Sandra Duverge's absence. Sandra had a family orientation with the birthday party theme. Although there was a lot of interest expressed, only two (2) families showed up. Discussion ensued about the need for alternative methods for meeting families' needs while satisfying OSEP's requirements to make sure that families understand their rights and know about due process and mediation.	
Cultural Diversity Workshop	The consensus was that the workshop was a success! Thanks to everyone who planned, participated and supported the training.	
Treasurer's Report	Angie Guest reported. Money that has been spent recently was for the Cultural Diversity training (caterer and speaker). A decision has yet to be made about whether we will be using the Clifton Center next fiscal year due to the certificate of insurance liability that the contract requires.	
Transition Update	Melinda Atkins reported. Interagency meeting with JCPS was held on February 23 <sup>rd</sup> . <b>1)</b> Regarding a surrogate parent or legal guardian having education decision-making rights: if the rights of the child's biological parents have not been terminated, then either a) the ARC meeting has to be scheduled with the biological parent(s); or b) JCPS has a form that the biological parent(s) can sign and have notarized giving someone else educational decision-making rights; or c) The legal guardian/surrogate parent can write a statement and have it notarized saying that the biological parent(s) gave him/her educational decision-making rights. <b>2)</b> New PSCs on the interagency committee are Pam Powers, Lynn Webster and Beverly Hoover. <b>3)</b> HB 355 is a bill for transitioning all children under age 6. This is controversial because it would require a lot of extra work beyond what we're doing with transition for children with disabilities before they turn 3.	
Provider Fair	Angie Guest reported. The provider fair will be held on June 13th in Founders' Hall at U of L Shelby campus. The first 1 to 1 & ½ hours will be networking between providers; the last hour, ISCs and PSCs will come. There was a suggestion to combine this fair with the transition fair. Angie stated that there was such a small response from both parents and transition providers when they had tried this before. Transition providers did not want to be in a manual because they have a limited number of slots.	

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Referral Template	Becky Skrine stated that they need a doctor's order to bill insurance. A diagnosis would be helpful. Need the POE's help. Also need to know who referred the child for insurance purposes (It is usually the doctor). Need current physician, address, phone number, child's address and county. Cindy Holmes said she will look at what forms they already have and compare with what information is needed. Sandy Milburn stated that the old referral form has the needed information, but it needs to be complete. Providers also need copy of IFSP Meeting Form every 6 months, and they need to receive the Financial Information Form (Resource 10) from the POE consistently.	Workgroup will be formed. Anne Bolly will facilitate it. Members will be Beverly Hoover, Shawna White, Sandy Milburn, Cindy Holmes, Becky Skrine, Sarah (from Baptist East) and Alicia Dailey.
Progress Report Template	The progress report template was a request from the PSC Quarterly meeting.	Workgroup will be formed. Cathy Moser will facilitate it. Members will be Beverly Hoover, Diana Pantalos, Lori Pellillo-Kuhn, Jonathan Shippey and Pam Powers.
Review Meeting Time	We will meet from 9:00-10:30 a.m. next month and see how it goes month to month before making a permanent change.	

**Next meeting: March 27, 2006, 9:00-10:30 a.m.  
Board Room, K.I.D.S. Center, 982 Eastern Parkway**

**Agenda:**

**Public Comment at March ICC Meeting  
Workgroups on District Referral Template and District Progress Report Template  
Treasurer's Report  
Transition Update  
Discussion on Meeting Time**